

**CHAPTER 120**  
**CAREER AND TECHNICAL EDUCATION REGULATIONS**

**PART I**  
**GENERAL PROVISIONS**

**8VAC20-120-10** Authority to promulgate; requirements for compliance with state and federal regulations.

These regulations are promulgated by the Board of Education, pursuant to §22.1-216 of the Code of Virginia for career and technical education programs funded in whole or in part with state funds. Federal laws pertaining to such programs permit state regulations in addition to federal requirements (see Carl D. Perkins Vocational and Technical Education Act of 1998, §121).

Local education agencies operating career and technical education programs shall comply with these regulations of the Board of Education and requirements of applicable federal legislation, including the Education Department General Administrative Regulations (EDGAR), and the Carl D. Perkins Vocational and Technical Education Act of 1998.

**8VAC20-120-20 Definitions.**

The following words and terms, when used in these regulations, shall have the following meanings, unless the context clearly indicates otherwise:

“All Aspects of An Industry” includes, with respect to a particular industry that a student is preparing to enter: planning, management, finances, technical and production skills, underlying principles of technology, labor and environmental issues related to that industry.

“Board” means The Virginia Board of Education.

“Career and technical student organizations” means those organizations for individuals enrolled in career and technical education programs that engage in an annual program of work including activities that are an integral part of the instructional program. These organizations may have state and national units that aggregate the work and purposes of instruction in career and technical education at the local level; if so, these organizations shall be (i) National FFA Organization; (ii) Future Business Leaders of America; (iii) Health Occupations Students of America; (iv) Family, Career and Community Leaders of America; (v) DECA: An Association of Marketing Students; (vi) Technology Student Association; and (vii) Skills USA - VICA.

“Categorical entitlement” means the amount of funding a local education agency is eligible to receive for a specific purpose, subject to state or federal regulations and the availability of funds.

“Competency-based education” means an instructional system that focuses on competencies needed for specific jobs, evaluation of student progress based on standards of the occupation or field, and the maintenance of student records of achievement in skill development.

“Cooperative education” means a method of instruction that combines career and technical classroom instruction with paid employment directly related to the classroom instruction. Both student instruction and employment are planned and supervised by the school and the employer so that each contributes to the student’s career objectives and employability.

“Data” means information, both written and verbal, concerning career and technical education programs, activities, and students. Data include financial, administrative, demographic, student performance, and programmatic information and statistics.

“Department” means The Virginia Department of Education

“Disadvantaged” means individuals (other than individuals with disabilities) who have economic or academic disadvantages and who require special services and assistance to enable them to succeed in career and technical education programs. Such term includes individuals who are members of economically disadvantaged families, migrants, and individuals who are dropouts from or who are identified as potential dropouts from secondary schools.

“Employability skills” means the generic skills related to seeking, obtaining, keeping and advancing in an occupation.

“Entitlement” means the amount of funding a local education agency is eligible to receive, subject to state or federal regulations and the availability of funds.

“Equipment” means any instrument, machine, apparatus, or set of articles which meets all of the following criteria:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is nonexpendable;
4. Under normal use, it can be expected to serve its principal purpose for at least one year ; and
5. Excludes supplies and materials as defined by the Virginia Department of Planning and Budget's Expenditure Structure, Part II.A. 1300, Supplies and Materials, May, 2000.

“Extended contract” means a period of time provided to instructors for employment beyond the regular contractual period.

“Follow-up survey” means the collection of information regarding the status of students following completion of a career and technical education program.

“Local education agency” means the local school division responsible for providing educational services to students; a board of education or other legally constituted local school authority having administrative control and direction of public elementary or secondary schools in a city, county, town, school division, or political subdivision in a state, or any other public educational institution or agency having administrative control and direction of a career and technical education program.

“Local career and technical education plan” means a document submitted by a local education agency as prescribed by the Board of Education setting forth proposed career and technical education programs, services, activities, and specific assurances of compliance with federal regulations.

“Section 504” means that section of the Rehabilitation Act of 1973 which is designed to eliminate discrimination on the basis of a disability in any program or activity receiving federal financial assistance.

“Training agreement” means a formal document, signed by the instructor, employer, parent or guardian, student, and school administrator, which states the requirements affecting the cooperative education student, the terms of the student’s employment, and the responsibilities of all parties involved.

“Training plan” means a formal document that identifies classroom and on-the-job instruction which contributes to the employability of each cooperative education student. (A recommended format is available from the Department of Education.)

“Work station” means an area in a classroom/laboratory that includes the necessary environment, instructional and consumable materials and equipment to enable each student to accomplish competencies within a career and technical education course.

## **PART II**

### **ADMINISTRATION OF CAREER AND TECHNICAL EDUCATION PROGRAMS**

#### **8VAC20-120-30 State/federal financial assistance.**

Financial assistance shall be provided to support the operation, improvement, and expansion of career and technical education.

1. Financial assistance provided through entitlements resulting from full-time equivalent student enrollments shall be used to support career and technical education program operation.
2. Financial assistance provided through categorical entitlements shall be used to support the following:
  - a Principals and assistant principals of technical education centers if at least 50% of their time is spent in career and technical education program administration or supervision;
  - b. Extended contracts of instructors for activities related to the coordination, development, or improvement of career and technical education programs;

- c. Equipment included on the Recommended Equipment Approved for Career and Technical Education Programs lists by the Department of Education;
- d. Adult occupational career and technical education to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.

**8VAC20-120-40 Local career and technical education plan**

Each eligible participant shall submit to the Department of Education a local career and technical education plan for review and approval. The local plan will be submitted as specified in Federal legislation. In addition to the local career and technical education plan, an annual budget funding application will be submitted to the Department for review and approval.

**8VAC20-120-50 Career and Technical Education Advisory Council.**

Each local education agency or region shall establish a general career and technical education advisory council to provide recommendations to the local educational agency (or board) on current job needs and the relevancy of career and technical education programs offered and to assist in the development, implementation and evaluation of the local plan and application.

1. The council shall be composed of members of the public, including students, teachers, parents and representatives from business, industry, and labor, with appropriate representation of both sexes and racial and ethnic minorities found in the school, community, or region served by the council.

2. The council shall meet at regular intervals during the year to assist in the planning, implementing and assessing of career and technical education programs.

**8VAC20-120-60 Reporting requirements.**

Local education agencies shall provide data on career and technical education for federal and state accountability requirements, planning and evaluation as prescribed by federal legislation and the Department of Education.

**8VAC20-120-70 Management of equipment inventory.**

Local education agencies shall maintain a current inventory of all equipment items purchased in whole or in part with federal or state funds. Equipment purchased with state funds must:

1. Be acquired in accordance with state procurement laws and regulations;
2. Include a local match equal to the amount of state funding;
3. Be listed on the Recommended Equipment Approved for Career and Technical Education Programs list provided by the Department.

Equipment purchased with combined state and federal funds must be used in accordance with provisions of the Carl D. Perkins Vocational and Technical Education Act of 1998, and acquired and disposed of in accordance with federal Education Department General Administrative Regulations (EDGAR) and appropriate state procurement laws and regulations.

**8VAC20-120-80 Construction of facilities.**

Construction of career and technical facilities shall comply with all federal and state regulations. Federal guidelines pertaining to construction of educational facilities are provided by Education Department General Administrative Regulations (EDGAR).



**PART III**  
**OPERATION OF CAREER AND TECHNICAL**  
**EDUCATION PROGRAMS**

**8VAC20-120-90 Access to career and technical education programs.**

Career and technical education programs administered by local education agencies receiving federal or state education funds shall be made equally available and accessible to all persons, regardless of sex, race, creed, age, color, disability, or national origin.

**8VAC20-120-100 New career and technical education programs.**

The need for new occupational preparation programs shall be based on student and labor market demands.

**8VAC20-120-110 Program requirements.**

The following operational requirements shall apply to career and technical education programs.

1. Career and technical education programs shall be competency-based and meet the following criteria:
  - a. State established, industry-validated competencies are identified and stated.

- b. Competencies are specified to students prior to instruction.
- c. Measures for successful performance of individual competencies are identified, stated, and used to evaluate achievement of competencies.
- d. A system exists for rating and documenting the competency performance of each student.
- e. Competencies shall address all aspects of the industry and employability skills.

#### **8VAC20-120-120 Individualized programs for students with disabilities**

Essential competency profiles, provided by the Department of Education for career and technical education courses, may be modified for students with Individualized Education Programs (IEP's) or Section 504 Plans who are enrolled in career and technical education courses. Such modification shall be made in conformance with IEP requirements as stated in *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*. The modified list of essential competencies, must, as a group, be selected so that student attainment of the essential competencies prepare the student for a job or occupation.

#### **8VAC20-120-130 Cooperative education.**

A training plan and training agreement shall be developed and followed for each receiving training through cooperative education.

1. Career and technical education programs using the cooperative education method of instruction shall:
  - a. be limited to an average of 20 students per instructor per class period with no class being more than 24 where the cooperative education method of instruction is required;
  - b. have a class period assigned to the instructor for on-the-job coordination for each 20 students participating in on-the-job training; and
  - c. specify provisions for instructor travel for on-the-job coordination.
2. Parties to the training agreement shall include the student, parent or guardian, instructor, employer, and a school administrator.

**8VAC20-120-140 Maximum class size.**

Enrollment in career and technical education courses shall not exceed the number of individual work stations.

1. Career and technical education laboratory classes which use equipment that has been identified by the U. S. Department of Labor for hazardous occupations shall be limited to a maximum of 20 students per laboratory.
2. Career and technical education courses approved for students who are disadvantaged shall be limited to an average of 15 students per instructor, per class period with no class being more than 18.

3. Career and technical education courses approved for students with disabilities shall be limited to an average of 10 students per instructor per class period with no class being more than 12 or up to an average of 12 students per class period with no class being more than 15 where an instructional aide is provided.

**8 VAC 20-120-150 Career and technical education student organizations.**

All career and technical education students shall be provided opportunities to participate in instructional activities of the local organization.

1. A career and technical education student organization shall be an integral and active part of each secondary career and technical program (grades 9, 10, 11, 12) offered.
2. Each middle school career and technical education program (grades 6-7-8) offered shall include co-curricular instructional activities related to the respective career and technical education student organization.
3. Where dues are collected for membership in such organizations, payment of such dues shall not determine a student's participation in instructional activities of the local organization.

**8VAC20-120-160 Student safety**

1. Each career and technical education program shall include health and safety standards that are applicable to the operation of that program which shall be made an integral part of program instruction.

2. Each career and technical education program shall comply with applicable federal and state laws and regulations related to health and safety.